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Senate Minutes

Kutztown University Senate

Spring 4-7-2016

Senate Minutes 4-7-16

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APRIL 7, 2016
ACADEMIC FORUM 103

Present: D. Beougher, M. Cardozo, A. Christman, K. Clair, A. M. Cordner, C. DeMarco, R. Flatley, A. Fu, M. Gallagher, J. Garcia, M. Gober, H. Hamlet, E. Hanna, J. Harasta, L. Irving, M. Johnston, R. Kaplan, Y. Kim, D. King, D. Lea, L. Levine, J. Lizza, S. Mangold, P. McLoughlin, G. Muugi, L. Norris, R. Portada, V. Reidout, A. Rodriguez, J. Ronan, J. Schlegel, J. Scoboria, M. Sims, R.L. Smith, T. Stahler, J. Van Wyk, A. Vogel, C. Walck, K. Steward (for A. Zayaitz)

Absent: A. Arnold, D. Aruscavage, S. Doll-Myers, J. Gehringer, K. Hawkinson, J. Kremser, M. Maksy, J. Metcalf, A. Morris, M. Radyk, M. Scheuing, B. Sharkin, T. Williams

Guests: N. Becker, M. Edwards, A. Garrison, G. Garza, A. Kutzer, S. Litchert, B. McCree, G. Silberman, N. Snow, C. Wells, T. Witryk

I. Call to Order

Senate President J. Schlegel called the meeting to order at 4:02 PM.

II. Announcements – J. Schlegel

A. Time conflict for April 28 Senate meeting:

The open forum for faculty and staff with the third candidate for Provost is April 28, 3-4:30, conflicting with Senate's usual start time. Last Senate meeting also includes light refreshments prior. J. Schlegel stated Senate meeting must not infringe on this important forum; suggested forgoing light refreshments; have meeting 4:30-6:30 PM. No objections. April 28 meeting will begin/end at those times. She expressed gratitude for Senators' agreement.

B. Senate Executive Position Election:

Senate President's term is for two years. Senate will elect a new President in December 2016; new term begins Fall 2017. Senate Elections Committee will solicit nominations in October. Senators should be aware of the timeframe for nominations.

C. Maxatawny 3 Precinct Polling Station Update:

Berks County Commissioners voted 2-1 to keep the polling station at the Township Building rather than return it to KU. Rationale: pollworkers prefer the station to be at its current location. K. Barnhardt voted to return the polling location to KU; in no other Berks precinct do pollworkers decide the locale. J. Schlegel thanked J. Scoboria, Dr. Hawkinson and M. Santos for their excellent work. The entire exchange has been cordial, leaving doors open to revisit the issue. She noted upcoming elections will likely be contentious, with heavy turnout; KU is much better equipped to handle this. Commissioners may realize this and reconsider.

D. Welcome, Student Visitors

J. Schlegel welcomed five students from Prof. Walters' class, Breaking News, attending the Senate meeting on assignment.

E. APSCUF leadership elections:

J. Schlegel congratulated Senator A. Morris as the next APSCUF President and looks forward to working with her and newly elected APSCUF leadership.

F. University Committee Elections:

Elected to Grade Appeal Board: L. Sherrod (LAS). No nominees from VPA; fill with Fall election.

Elected to Committee on Committees: Y. Lu (LAS).

Elected to Strategic Planning and Resources: K. Wanamaker (non-teaching faculty); A. Fox (Professional Staff); D. Steslow (CoB); M. O'Neill (CoE); P. Ache and C. Mapes (LAS). C. O'Brien (CoB) elected to a two-year term on SPRC due to an elected member leaving KU.

III. Approval of the Agenda

M. Sims moved to approve the agenda. Second S. Mangold. No discussion. Agenda adopted.

IV. Approval of the Minutes

J. Schlegel moved to approve the minutes from the March 3, 2016 meeting. No substantive corrections. Minutes approved.

V. Old Business

None.

VI. New Business

A. Willingness to Serve Slate: - J. Ronan, VP and Chair, Committee on Committees (CoC)

J. Ronan presented the results for responses to this Spring's call for Willingness to Serve on University Committees for Senate approval. 116 university members responded for 73 positions. He showed results, broken down by number of applicants/results; gender of applicants/results, and college affiliation/results. The specifics can be found here:

Link to statistics presentation:

<http://www.kutztown.edu/Documents/Senate/WillingnessDataNew2016.pdf>

link to Committee on Committees Spring 2016 appointments:

<http://www.kutztown.edu/Documents/Senate/Spring%20Willingness%20Appointments%202016.pdf>

The CoC's goal is to spread service equitably, accounting for current involvement of applicants in university service, their status vis-a-vis tenure and promotion, and also the need for expertise. Success rates are impacted by relative size of the college or group. Lowest success rates among LAS due to their much larger numbers relative to available positions.

J. Ronan noted the only irregularity: the Calendar Committee. Bylaws stipulate two staff positions but there were no applicants from staff. Historically these have been filled by non-teaching faculty. Barring Senate objections, CoC recommends approving these two appointments and Calendar Committee bylaws should be changed to include non-teaching faculty as well as staff as potential members. No questions/objections.

J. Schlegel: University Senate must vote to approve this slate. Terms to begin August 2016. All applicants and appointees receive letters thanking them for their willingness to serve and informing them of results. Appointments by CoC will be available on the Senate web page soon; updates on individual Committee pages will occur when terms begin in August.

Discussion on appointments? None. Appointments approved. J. Schlegel thanked the CoC, noting the complexity and labor intensive nature of service on this body.

B. ACA-054: International Undergraduate Student Tuition Waivers – A. Garrison, Chair, (ASPC)

Policy was presented at February 2016 meeting; returned to committee. Proposed changes were not in time for March Senate meeting. Additions/corrections from Senate and also further considerations by ASPC members are reflected in the revised document. A. Garrison explained changes as outlined in the justification. Dr. T. Wong, who had raised questions at the February meeting, worked with the committee to address concerns.

Discussion.

P. McLouglin: representing the views of T. Wong, under I.D. 1., the minimum requirement for CGPA for incoming freshman International Students receiving an Academic Excellence Tuition Waiver be revised from 3.25 to 3.5 since 3.25 is too low to graduate Cum Laude. Also, change incoming International Transfer Students' CGPA from 3.75 to 3.5 for continuity with freshmen and to acknowledge the advanced rigor at the college level. He moved to amend the policy to make these changes. Second J. Van Wyk. Discussion.

A. Garrison: T. Wong discussed this at length with ASPC. The presented policy reflects the rationale that new students need time to adjust, particularly when from another culture. Transfer students have already had that time to adjust.

J. Schlegel: Asked the Registrar if a freshman with a 3.25 could still rise to Cum Laude status.

T. Witryk: yes.

J. Schlegel: As data is collected these minimum CGPAs can be revisited.

A. Garrison: Correct. ASPC had at the forefront consideration of time to adjust not only to college but even a new country.

J. Schlegel: Does anyone want to speak against the motion to amend?

S. Mangold: the 3.25 is sufficient; students need time to adjust.

J. Schlegel: Does anyone want to speak in favor of the motion to amend?

J. Van Wyck: Why the difference in CGPA between new/transfer students? They should be held to the same standards.

A. Garrison: ASPC believe this equalizes the students. Freshmen are less experienced; need more time to adjust. Transfers have had such experiences.

J. Van Wyk: What about transfers who are college level juniors? Much harder to maintain a very high CGPA at the college level compared to high school.

D. Beougher: moved to close discussion on proposed amendment. Second S. Mangold. Unanimously approved.

Motion to amend ACA-054: failed.

Motion to accept ACA-054 as originally presented: passed.

C. Research Committee Bylaws: - J. Ronan

These bylaws had been referred back to committee. J. Ronan explained proposed revisions since J. Werner is ill and unable to attend. He noted the changes to bylaws:

1. add an administrator to committee membership, appointed by CoC
2. Conflict of interest: A. Fu had noted previously that although members recuse themselves from voting on their own proposals, they can still vote against potential competition. To negate this, the revision includes Alternates to serve for members with a proposal under consideration.
3. Voting procedure: reflects changes to remove potential for conflicts of interest.

Discussion: None. Motion to accept updated bylaws passed.

D. Professional Development Committee Bylaws: - J. Ronan

These bylaws are new. J. Ronan thanked A. Fu for having pointed out the potential for conflicts of interest, which bylaws address. Unlike the Research Committee bylaws, members can vote on items where there is no potential for conflict, since they address matters beyond specific research projects. Discussion.

J. Garcia: The bylaws contradict PDC Mission, specifically: "enhance the professional development of KU faculty and administrators by reviewing faculty proposals..." This should read "reviewing faculty and administrator proposals."

Several suggestions were made to amend language, but lack of clarity: Can administrators submit proposals for professional development?

J. Schlegel: Dr. Hawkinson is interested in adding SCUPA members as eligible for these funds;

early stages of consideration.

A. Vogel: Contradiction would be resolved if the statement under Mission was changed from “reviewing faculty proposals” to “reviewing proposals.”

J. Ronan: J. Werner has rules for the committee to determine who is eligible, and for monetary awards. They are not publicly available.

K. Steward, Provost’s Office: is on the committee. Funding comes from Provost’s office. It has always been for faculty.

J. Schlegel: Including an administrator on the committee allows for their professional development as service to the university.

Further discussion. Reminder: this is the first time this committee has proposed bylaws.

S. Mangold: Motion to table approval of bylaws until J. Werner can address at the next meeting. Second P. McLoughlin.

J. Ronan: If J. Werner addresses questions, if changes are desired it will still need to go back to Committee.

S. Mangold: withdraw motion to table. Friendly motion to return to PDC. Second P. McLoughlin. Motion passed.

E. Academic Standards and Policy Bylaws – J. Ronan, Chair, CoC

A. Garrison, Chair of ASPC, addressed proposed changes to bylaws.

P. McLoughlin: expressed concern that ASPC, long directed by a majority of faculty, will be fundamentally changed by proposed committee composition. Faculty possibly would be a minority, with administrators the majority. All representatives from Undergraduate Exceptions (UEC), Graduate Exceptions (GEC), Academic Exceptions (AEC) and two At Large positions should be faculty appointments.

A. Garrison: Input of Registrar and Director of Admissions have been critical; they have served as representatives for UEC and GEC. Faculty Senate must approve matters of this committee, they have final say.

J. Schlegel: This is a University, not Faculty Senate.

A. Garrison: Most Senators are faculty.

J. Schlegel: Approximately 37 of 56 Senators are faculty; that is not most.

A. Garrison: Noted that if the two At Large and GEC positions were faculty only, faculty would have a super majority on ASPC.

K. Clair: Motion to amend ASPC bylaws so that At Large and GEC positions are faculty positions. Second R.L. Smith.

J. Schlegel proposed suspending consideration of bylaws while an ad hoc task force changes the language of the ASPC committee membership to address concerns expressed, and to report back at this meeting for Senate’s consideration. K. Clair withdrew her motion to amend. Task Force: K. Clair, A. Garrison, P. McLoughlin, C. Wells.

VII. President, Committee, Task Force Reports

A. Senate President’s Report – J. Schlegel

Several items likely to consider at Senate’s last meeting of this year. Documents will be posted to Senate page as soon as available.

1. University Final Exam Policy
2. Reports from the Faculty/Staff Retention Task Force will be presented
3. Report from Institutional Climate Committee: Status of position for Ombudsperson
4. Report from Student Government Board: Student Bill of Rights

These items reflect good work by KU faculty, staff and students. Please read when they become available, share with constituents and garner feedback to prepare for last meeting.

B. Senate Vice President's Report – J. Ronan

Modifications to Campus Beautification Committee, which reports to Administrative Council, not Senate, although CoC, a Senate body, appoints members.

C. University President's Report – K. Hawkinson

The President and Acting Provost were unable to attend. No report.

D. Student Government Board Report – J. Scoboria

1. Student Bill of Rights: have been proposed to the University President, Provost and Cabinet. Although not a matter for a vote, SGB is proposing a student-friendly version of Student Rights as already outlined in The Key.

2. Maxatawny 3 Voting: J. Scoboria thanked the Senate for its written support of the student initiative to return the polling station to KU. A few paid poll workers should not determine the location and the inconvenience of thousands of voters. He encouraged leadership to continue to pursue this. SGB will be organizing transport to the polls to encourage students to vote.

3. SGB leadership and others went to Harrisburg to advocate for adequate PASSHE funding .

4. In response to SGB's request, the library is extending its hours during finals week.

5. New Housing/M meal Plan Requirements: after hearing student pros and cons, SGB voted against the two-year mandatory on-campus housing and meal plan requirements. However, SGB is working with Dr. Hawkinson and Housing; they hope to expand exemptions to benefit students.

M. Gallagher: annual SGA involvement event was successful, with student organizations showcasing what they do. Great turnout, including money raised for the food pantry.

E. Budget Report– J. Silberman, with M. Edwards

J. Silberman noted that Dr. Hawkinson is committed to transparency, consistency and understanding regarding budget issues. Plans should drive budgets, not the reverse. Essential budget planning information is available here:

<https://www3.kutztown.edu/webshare/senate/New-Budget-Process-SENATE-040716.pdf>

What will be done differently?

1. reallocate funds. NOTE: There are no additional monies.
2. support KU Strategic Initiatives: available on KU website
3. identify budgetary support from department level upward: for one-time initiatives; \$5,000 minimum. Initiatives must address university mission/Strategic Initiatives.
4. Informal requests to the Provost's Office to fund initiatives will no longer be supported. New channels need to be utilized (see item 2).

5. Departmental Carryovers: Prior to 2008, as of new fiscal year (July 1), any remaining funds were returned to the university. This bred a culture of purchasing items, needed or not. From 2008, departments could keep remaining funds. This led to departmental savings accounts but university faced deepening deficit.

6. New Plan: Gainsharing. Departments will keep 50% of carryovers. A portion of all – or even all – of remaining 50% may be retained if it is tied to initiatives directly related to University Initiatives. Departments will complete justifications; process and forms will be forthcoming. The most recent information is available here: [http://www.kutztown.edu/about-ku/administrative-](http://www.kutztown.edu/about-ku/administrative-offices/budget-and-business-services/budget-office/new-budget-process/strategic-initiative-requests.htm)

[offices/budget-and-business-services/budget-office/new-budget-process/strategic-initiative-requests.htm](http://www.kutztown.edu/about-ku/administrative-offices/budget-and-business-services/budget-office/new-budget-process/strategic-initiative-requests.htm)

J. Silberman stressed that initiatives directly tied to the University's Strategic Initiatives, and especially collaborative in nature, are most welcome.

Discussion: J. Silberman clarified that this new model is proposed; feedback has been

solicited; anticipated implementation is July 1 2016 .

Senate member queries: J. Silberman noted that the budget office web page will have much more information forthcoming in the spirit of transparency. See link above.

J. Schlegel: Thanked J. Silberman and encouraged conveying input, and conveying this important information to constituents.

Suspension of Reports: J. Schlegel noted adhoc task force for ASPC Bylaws had returned with recommendations. A. Garrison, Chair, ASPC, presented the proposed changes. They are:

1. Add two representatives from LAS to college representation
2. Delete Undergraduate Exceptions Committee; replace with Registrar.
3. Delete Admissions Exceptions Committee; replace with Director of Admissions.
4. Graduate Exceptions Committee: must be faculty

The changes ensure faculty have the majority.

A. M. Cordner moved to accept amendment. Second M. Sims. No discussion. Amendment passed.

K. Clair moved to approve ASPC bylaws as amended. Second R. Portada. No discussion. Motion passed. J. Schlegel thanked the task force for its work.

Return to Agenda:

VII. F. Enrollment and Retention Update: N. Snow.

Retention very slightly lower than last year. This, along with number of graduates, will impact total number of KU students in Fall 2016. Anticipate further reduction in overall student body.

Admissions: Seeing increasingly better yield on applicants to accepting students, both freshmen and transfers. This is positive. Data about enrollment/retention is available here:

[https://www3.kutztown.edu/webshare/senate/University-Senate-Update_Spring-2016-](https://www3.kutztown.edu/webshare/senate/University-Senate-Update_Spring-2016-Enrollment.pdf)

[Enrollment.pdf](https://www3.kutztown.edu/webshare/senate/University-Senate-Update_Spring-2016-Enrollment.pdf)

IX. As May Arise

None.

X. Adjournment:

Meeting adjourned at 6:02 PM

Respectfully submitted:

L. Norris

Secretary, University Senate